

DEPUTY FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible administrative and supervisory positions, the primary duty of which is assisting the Fire Chief in the organization and management of department operations. The incumbent of this class will be assigned to perform the duties of the Fire Chief in the Chief's absence. The Deputy Fire Chief assists in personnel management and in financial management, performs public relations duties, and assists in managing the program of repairs and maintenance of department equipment and property, in addition to taking command at the scene of a fire or other emergency and directing all fire fighting activities until relieved by the Fire Chief. The Deputy Fire Chief performs regularly assigned duties with a high degree of independence, having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Fire Chief in managing the operations of the fire department, including planning and organizing use of personnel, equipment, and apparatus. Performs the duties of the Fire Chief in the Chief's absence. Recommends management policies, goals, and objectives for the department. Assists in the research and planning for programs and activities of the department. Conducts inspections of the various divisions of the department, evaluates their effectiveness, and takes appropriate action to correct or improve problem areas.

Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations that will improve the city's ISO rating. Assists the Fire Chief in negotiating with labor unions. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in policies or procedures are needed.

Assists in investigating all accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents. Assists in investigating complaints against department personnel and formulates a recommendation for reply. Assists in interviewing prospective employees, and makes recommendations for hiring.

Gathers information to be used in compiling a departmental operating budget. Authorizes the expenditure of funds, making sure that such expenditures are in accordance with the budget.

Gives talks and demonstrations on fire department topics at schools or meetings of civic groups. Answers questions for the public about the operations of the fire department or any related areas of emergency services. Coordinates special projects related to public relations.

Administrative Deputy Chief receives department correspondence relative to his position and takes the action required, either by personally answering correspondence or by assigning correspondence to the appropriate subordinate for reply. Writes reports required to document the activity of the fire department.

Supervises subordinate department employees. Holds meetings for the purpose of receiving reports or disseminating information. Assigns work or duty areas. Oversees and evaluates work performance of subordinates, and reviews their reports. Discusses their work performance with subordinates, and provides assistance in technical areas of work. Conducts classroom training. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Writes employee evaluation reports. Maintains discipline, including conducting corrective interviews and recommending disciplinary action to the appointing authority.

Takes command at the scene of a fire or other emergency until relieved by the Fire Chief, supervises subordinate employees and directs emergency scene operations such as size-up, protection of exposures, and fire extinguishment. Participates in the handling of emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel.

Oversees the collection of information for pre-fire planning.

Assists the Fire Chief in managing the use, care, and maintenance of all fire department apparatus and equipment, vehicles, and property. Directs the testing of equipment to insure that it meets all applicable standards. Arranges for repairs and maintenance of facilities and equipment. Orders and disburses supplies and equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of

legal age.

After offer of promotion, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Assistant Fire Chief immediately preceding closing date for application to the board.

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